

HEAVY EQUIPMENT MECHANIC
(CORRECTIONAL FACILITY)
Final Filing Date: October 24, 2008



OPEN – SPOT - REGIONAL

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE	DEPARTMENTAL OPEN FOR: DEPARTMENT OF CORRECTIONS AND REHABILITATION SPOT EXAMINATION FOR: CALIFORNIA REHABILITATION CENTER CALIFORNIA INSTITUTION FOR MEN CALIFORNIA INSTITUTION FOR WOMEN																		
WHO SHOULD APPLY	Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing period(s) for this examination is January 2008 – December 2008 . Applications will not be accepted on a promotional basis.																		
HOW TO APPLY	Submit applications to the Local Testing Office(s) listed below. Candidates may only establish eligibility in one location. Applications may be filed in person or by mail. Submit Examination Application (Std. Form 678) <table><tr><td>By mail with:</td><td>or</td><td>In person with:</td></tr><tr><td>CALIFORNIA REHABILITATION CENTER</td><td></td><td>CALIFORNIA REHABILITATION CENTER</td></tr><tr><td>DELEGATED TESTING</td><td></td><td>MODULAR A / PERSONNEL DEPT</td></tr><tr><td>P.O. BOX 1841</td><td></td><td>FIFTH STREET & WESTERN AVENUE</td></tr><tr><td>NORCO, CA 92860</td><td></td><td>NORCO, CA 92860</td></tr><tr><td>ATTN: DELEGATED TESTING OFFICE</td><td></td><td></td></tr></table> If you are personally delivering your application, you must do so between the hours of 7:30 a.m. And 4:30 p.m., Monday through Friday, to the same address as listed above. NOTE: Only applications with an original signature will be accepted. NOTE: The wearing of denim or gray sweats on institution grounds is prohibited.	By mail with:	or	In person with:	CALIFORNIA REHABILITATION CENTER		CALIFORNIA REHABILITATION CENTER	DELEGATED TESTING		MODULAR A / PERSONNEL DEPT	P.O. BOX 1841		FIFTH STREET & WESTERN AVENUE	NORCO, CA 92860		NORCO, CA 92860	ATTN: DELEGATED TESTING OFFICE		
By mail with:	or	In person with:																	
CALIFORNIA REHABILITATION CENTER		CALIFORNIA REHABILITATION CENTER																	
DELEGATED TESTING		MODULAR A / PERSONNEL DEPT																	
P.O. BOX 1841		FIFTH STREET & WESTERN AVENUE																	
NORCO, CA 92860		NORCO, CA 92860																	
ATTN: DELEGATED TESTING OFFICE																			
APPLICATION DEADLINE/ REQUIREMENTS	October 24, 2008 is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason. All applicants must meet the education and/or experience requirements for this examination by the written test date.																		
TEST DATE	The written test date will be <u>December 15, 2008</u> .																		
SALARY RANGE(S)	As of: September 1, 2008 \$4,106 – \$4,507 Per Month																		
MINIMUM QUALIFICATIONS	Possession of a valid Class 3 driver license. (Applicants who do not possess the license will be allowed to compete in the examination, but the license must be obtained prior to appointment.) <u>and</u> <u>Either I</u> Completion of a recognized apprenticeship as a gas and diesel-powered truck mechanic, or a heavy construction equipment mechanic. (Apprentices who are within six months of completing their apprenticeship program may be admitted to the examination, but they must present evidence of completion of a recognized apprenticeship before they may be appointed.) <u>Or II</u> Four years of varied mechanical experience on gas and diesel-powered truck or heavy construction equipment. An Associate of Arts Degree in Heavy Equipment Maintenance, Diesel Mechanics, or Heavy Equipment Mechanics, or a certificate of completion from an accredited Community college or equivalent degree or certificate approved by the Bureau for Private Postsecondary and Vocational Education under the provisions of California Education Code Division 10, Part 59, chapter 3, may be substituted for two years of the required experience. (Students who are within six months of completing their degree will be admitted to the examination but must present evidence of completion prior to appointment.) <u>Or III</u> Three years performing the duties of a Heavy Equipment Mechanic Apprentice in the California state service, at least two years of which shall have included experience on gasoline and diesel-powered heavy construction or highway maintenance equipment.																		

MINIMUM
QUALIFICATION
(CONT'D)

Additional Desirable Qualifications: Possession of a valid Class 2 or Class 1 driver license.

Education equivalent to completion of the 12th grade.

NOTE: High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Applicants must show the specific course work completed or in progress to satisfy the entrance requirements on their Examination Application (Std. Form 678). Include the title, number of semester or quarter credits granted, name of institution, and completion date.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EXAMINATION
PLAN

This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the examination. **CANDIDATES WHO DO NOT APPEAR FOR THE WRITTEN TEST WILL BE DISQUALIFIED.**

Written Test -- Weighted 100.00%

Scope:
Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

A. Knowledge of:

- 1. Methods, materials, tools, and equipment used in construction, assembly, overhaul, repair, and adjustment of gas and diesel-powered trucks, and heavy construction and maintenance equipment
- 2. Operating characteristics of heavy construction and maintenance equipment and gas and diesel-powered trucks
- 3. Safety regulations and practices

B. Skill in:

- 1. Mechanical repair, adjustment, and fabrication of special equipment

C. Ability to:

- 1. Communicate effectively at a level required for successful job performance
- 2. Fabricate, repair, and make adjustments to various equipment and systems (i.e., heavy construction and maintenance equipment, gas and diesel-powered trucks, etc.)
- 3. Install and test pumps, motors, and similar equipment
- 4. Perform welding
- 5. Estimate repair costs
- 6. Work from drawings and sketches and make sketches of broken parts for replacement
- 7. Make repairs in the field without supervision

ELIGIBLE LIST
INFORMATION

The resulting eligible list will be established to fill vacancies for the location(s) listed above. The list(s) will be abolished **12** months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

A Heavy Equipment Mechanic (Correctional Facility), under direction in a State correctional facility in the Department of Corrections and Rehabilitation constructs, repairs, and maintains automotive and heavy maintenance and construction equipment; maintains order and supervises the conduct of inmates; protects and maintains the safety of persons and property; instructs, leads or supervises inmates; and does other related work.

Positions exist with the institution(s) listed above with the Department of Corrections and Rehabilitation.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box of the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/
CAREER CREDITS

Veterans preference points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans preference points. Career credits will not be granted in this examination.

GENERAL INFORMATION

It is the candidates responsibility to contact the Delegated Testing Office at (951) 273-2355 three weeks after the final filing date if he/she has not received a progress notice.

It is the candidate's responsibility to contact the Delegated Testing Office at (951) 273-2355 five days prior to the written test date if he/she has not received his/her notice.

Veteran's Preference: California law allows the granting of Veterans Preference Points in **Open Entrance** and **Open Nonpromotional Entrance** examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open Nonpromotional Entrance** examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veterans Preference Points are on the Veterans Preference Application (Std. Form 1093), which is available from State Personnel Board Offices, written test proctors, and the Department of Veteran's Affairs, P. O. Box 942895, Sacramento, CA 94295-0001.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

GENERAL INFORMATION
(Continued)

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS